

**QUINCY COLLEGE
BOARD OF GOVERNORS**

**FINANCE AND FACILITIES COMMITTEE MEETING
FEBRUARY 20, 2019**

Minutes

The meeting of the Quincy College Board of Governors Finance and Facilities Committee meeting, held in the Hart Board Room, Room 706, 7th Floor, Presidents Place, 1250 Hancock Street, Quincy, Massachusetts, was called to order at 6:15 PM. The member roll was called. The following members of the Finance Committee were present at the call of the member roll: Ms. Mary Jo Brogna, Chair of the Finance Committee; Mr. Paul Barbadoro; Mr. Christopher Carroll; Dr. Thomas Fitzgerald; Absent at the call of the committee roll were Mr. Gregory Hanley; Ms. Katherine Craven. A quorum was present.

Also present were: Michael Bellotti, President; Mr. Martin Ahern, Associate Vice President of Finance; Mr. Christopher Bell, Senior Advisor to the President and Acting Clerk to the Board of Governors.

Governor Fitzgerald made a motion to pass the minutes of the previous committee meeting in January, seconded by Governor Barbadoro. On the motion, all members voted in favor of the motion and it passed.

Chairwoman's Brogna requested President Bellotti to give an overview of the Financial Report.

President Bellotti explained he is looking into possible ways to defer some additional costs in the FY19 budget to assist in reducing the deficit this year. He also is working with Finance and department heads to formulate the FY20 budget, which is due soon.

The President continued discussing the overall budget process with the members and reported it his goal is to ensure the FY20 is sensible and transparent. He suggested with the possible introduction of a new Nursing Program, the hope is additional revenues can be derived from other factors because of the program (i.e. prerequisite Nursing Courses). Members discussed for a few minutes.

Governor Barbadoro suggested it would be a good idea to create a fiscally sound and level budget as possible for FY20 as many interested stakeholders will be waiting for. He also suggested more involvement by senior staff and department heads to develop plans to increase enrolment in their areas of oversight to help drive enrolment and revenues as well. He finished by inquiring about the status of the 4-year program possibilities and suggested planning for it be done simultaneously as time moves on, as it will be an enrollment and revenue generator when introduced. Dr. Fitzgerald added his support and assistance in terms of Governor Barbadoro's suggestions.

Governor Barbadoro also suggested the college focus on surveying and collecting data to identify the job market in the area to help create programs driven by the need in the workplace locally. Discussion ensued.

President Bellotti thanked the members for their continued insight and support and added he will work diligently with the staff to create a budget, which will serve the best interest of the students and college community as a whole.

President Bellotti in response to Governor Barbadoro's request earlier announced the creation of an Industry Advisory Board to serve Quincy College. The President named two members who have agreed to serve on the board. They are CEO and President Robert Coughlin of the Massachusetts Biotech Council, and Executive Director Steven Walsh of the Massachusetts Council of Community Hospitals. Once completed the President will be working with the advisory board to assist in identifying job market needs and trends to better assist the college in creating a successful pathway for its graduates as they enter the workforce.

Chairwoman Brogna asked if the enrollment team at college is looking at the demographic base as part of their overall strategic plan and what is being discussed?

President Bellotti stated internal discussions are currently taking place, but need to be increased with a broader group of stakeholders. He is developing a plan along with the enrollment team and Provost Koocher. Some brief discussion followed.

Martin Ahern went over the financial reports and reported the 10% deficit in Spring enrollment falls in line with the number in the Fall. This has held steady over the first seven months of the fiscal year and into the Spring semester.

Chairwoman Brogna stated the board is confident they are receiving accurate and transparent numbers from finance and thanked the President.

Martin Ahern finished the reports with a brief discussion following by the members.

Chairwoman Brogna suggested at next Board of Governor meeting it would be good to discuss the BORN situation. President Bellotti agreed and stated both Provost Koocher and Dean Mihal would attend to brief board.

President Bellotti informed members he had met with the Liberal Arts staff to discuss how to better market their courses and programs. Governor Barbadoro who had spoken on the issue earlier agreed it is a step in right direction and all areas of the college need to step up their involvement in terms of marketing their disciplines. A brief discussion ensued.

Dr. Fitzgerald suggested the committee work with Martin Ahern and President Bellotti to identify a timeframe to stop using the unrestricted fund balance, and to plan to refurbish it as time moves forward.

Chairwoman Brogna requested the college prepare separate scenarios with regard to the upcoming budget so the committee can better understand how it will look if an increase is requested. A few minutes of discussion ensued and all agreed two or three scenarios be presented when the budget is due in March to the Finance Committee.

Governor Barbadoro made a motion to accept Transfer FCC-04-19 as presented. Governor Fitzgerald seconded the motion. On the motion members Brogna, Barbadoro, Carroll, and Fitzgerald voted in the affirmative and the motion was adopted.

Old Business

None

New Business

None

At approximately 7:00 p.m., Chairwoman Brogna adjourned the meeting. There was no discussion on the matter